

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-530

**Information Technology Spec (Sys Admin)
90042C00 – Officer
90042W00 – Warrant Officer
90042E00 – Enlisted
GS-2210-11
\$52,963 - \$68,850 pa**

**ANNOUNCEMENT DATE: 2 December 2004
CLOSING DATE: 19 January 2005**

SELECTING OFFICIAL: Director of Information Management

**APPOINTMENT FEATURES: Excepted Service
Officer/Warrant Officer/Enlisted Grade**

POSITION LOCATION: JFHQ (J-6) DOIM - Sacramento, CA

POSITION REQUIRES A MINIMUM OF ONE WEEK TRAVEL PER MONTH

RECRUITMENT BONUS/RELOCATION BONUS/ADVANCED IN HIRING RATE BASED ON SUPERIOR QUALIFICATIONS MAY/ MAY NOT BE AUTHORIZED.

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #04-531C. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

This position is located in an information management organization. The purpose of the position is to serve as a systems administrator on one or more of the systems maintained/administered throughout the state. The systems administered involve multiple computers that use multiple operating systems. The incumbent is responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting and maintaining server hardware and software.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

3. MILITARY GRADE AVAILABLE: OFFICER GRADE THROUGH 03/WARRANT OFFICER /ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER GRADE THROUGH 03/WARRANT OFFICER GRADE/

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ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, MILITARY GRADE OF SELECTEE MUST BE EQUAL TO A HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Technical, analytical, supervisory, or administrative experience which has demonstrated the candidate's ability to analyze problems of organization, workforce, information requirements, etc., and provide systematic solutions; and the ability to deal satisfactorily with others.

b. **Specialized:** Must have 36 months experience in analyzing problems, gathering information, and recognizing solutions; which demonstrates an ability to communicate orally and in writing in a clear and concise manner; experience in analyzing and organizing work processes into plans for computer solutions; experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations and scheduling the sequence of programs to be processed; and experience which demonstrates the accomplishment of computer project assignments that required a range of knowledges of computer requirements and techniques. Qualifying accomplishments involve the following: knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area; planning the sequence of actions necessary to accomplish the assignment; and adaptation of guidelines or precedents to the needs of an assignment.

DESIRABLE: Certification and/or substantial experience in Microsoft Windows server systems .

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a computer related field such as computer science, data processing, or information processing science.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Ability to research and analyze data.
- b. Ability to communicate orally and in writing.
- c. Skill in organizing work in a logical sequence.

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- d. Knowledge of computer programming techniques.
- e. Skill in evaluating and making recommendations for automated data processing programs and equipment.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN OFFICER: Branch 25, FA 53; WARRANT OFFICER MOS 250N/251A; ENLISTED: MOS 74B/C/Z; 25B/D/Y.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER